



MEMORANDUM

Date: November 6, 2003

To: Deputy Directors
Office/Branch Chiefs

From: Department of General Services
Management Services Division

Subject: DEPARTMENTAL RESTRICTION OF APPOINTMENT (DROA) PROCESS

On November 4, 2003, the Executive Team approved the immediate implementation of the DROA process for our impacted and surplus employees. This process will facilitate the placement of departmental employees into internal vacancies if they are currently in positions which are targeted for reduction.

The attached document provides a summary of the process to be followed in the administering of the DROA process, the anticipated timeline, and the specific resources used in accomplishing the placements.

Following are some key points of the DROA process:

- Employees shall be moved into vacancies which are in the same classification as their current classification.
- The DROA process does not provide for the transfer of employees into different, but comparable classifications
- All offices/divisions are to submit a revised/approved organization chart to OHR by close of business on November 14, 2003.
- A hiring freeze will be placed on all vacancies as of close of business November 14, 2003.
- DROA placements will be effective December 15, 2003.

The department will continue to work with all programs to ensure that we are able to accommodate as many of our DROA employees as possible. To this end, divisions, offices, and branches are encouraged to work together and help in identifying as many placement opportunities as possible.

SANDRA K. DUENECK, Deputy Director
Management Services Division
Department of General Services

SKS:MJL:mjl

Attachment

Cc: Personnel Liaisons
C&P Managers/Analysts

Department Restriction of Appointment (DROA) Process

Overview

This document provides information on the DROA process the department will follow in the filling of vacant positions and the placement of DROA/surplus employees.

Background

The Department of Personnel Administration grants departments the ability to institute a process that requires hiring supervisors and managers with vacant positions, which are outside the area of layoff, to make appointments of surplus employees from within their own department.

Typically the DROA process is done in conjunction with an internal hiring freeze, thereby allowing the maximum placement opportunities of DROA/surplus employees.

Process

The following chart outlines the process to be followed in administering the department's DROA program:

Step	Responsible	Action
1	OHR	Programs are requested to submit a copy of their updated organization chart and correlating duty statement. <ul style="list-style-type: none">• Charts reflect all viable, vacant positions.• No cut positions are included.
2	OHR/Program	Program and OHR staff meet to ascertain availability of positions.
3	OHR	Seniority scores are compiled for DROA employees.
4	OHR	Listing of placements is finalized. <ul style="list-style-type: none">• Placements will be to same classification as DROA employees.• Most senior DROA employees shall be placed first, this will minimize possibility of being "bumped" when layoffs and demotions occur.
5	OHR	Programs and employees are notified of placements.

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Department Restriction of Appointment (DROA) Process, Continued

Timeline

This chart provides the approximate timeline which will be followed as part of the DROA process:

Date	Step
11/5/03	<ul style="list-style-type: none">• Memo to program requesting organization charts and notifying them of the internal hiring freeze and DROA process.• Memo to DROA employees informing them of DROA process.
11/14	Organization charts due to OHR.
11/14-12/5	Effective date of internal hiring freeze begins close of business on 11/14.
11/17-11/21	Meet with programs to go over their vacancies.
11/24-12/5	Position/employee placements listing completed.
12/5	Placement letters sent to employees/programs.
12/15/03	Effective date of placements.

Resources needed

The following documents and resources are required as part of this process. The information included in these resources shall be as up-to-date as possible.

Item	Responsibility
Organization charts	Program
Essential functions duty statements	Program
Vacancy listing	OHR/Program
Listing of positions vacant 6+ mo.	OHR
Listing of positions on reduction plan	OHR/Program
Employee seniority scores	OHR